

**METRO RICHMOND LHRC
THE GREATER RICHMOND ARC
3600 Saunders Avenue
January 16, 2013**

Draft Minutes

Committee members present: Amanda Simons, Chair; Jennifer Spangler, and Gina Koke

Committee members absent: Arthur Peebles and Hazel Vaughn

Staff support: Carrie Flowers (Advocate, DBHDS Office of Human Rights), Laura Nguyen (RBHA), Pam Hunt (RBHA) and Dee Allen (RBHA)

- **Meeting called to order** at 5:08 pm by Amanda Simons, Chair who then opened the meeting for Public Comments:
- Dee Allen asked all Affiliates to please see Pam Hunt for updates to the main mailing roster. Mr. Burt Mallinger with Drug and Alcohol Services announced that services will cease operations in 2013
- Amanda Simons, Chair of Metro Richmond LHRC reminded Affiliates of the need and responsibility for finding members for the LHRC and encouraged liaisons to increase their efforts towards inviting volunteers as The Metro Richmond LHRC has recently lost one member and in April a second member will be stepping down.
- Jennifer Spangler, addressed privacy and confidentiality issues asking all in attendance to be mindful if and when using cell phones in public places/ if using for work and contacting clients as she recounted that recently during a mall outing she was in earshot of a conversation that entailed the releasing of information that should have been confidential.

Review of Minutes: Minutes of the Metro Richmond LHRC meeting held on November 6, 2012 were reviewed and a motion was made by Jennifer Spangler and 2nd by Gina Koke to approve the minutes with one change, to strike the work variance from the Minutes. Minutes approved with change.

Treasurer Report: Reported by Laura Nguyen (RBHA)

BALANCE as of 10/30/2012	\$4,858.20
DEPOSITS	\$2,000.00
FOOD (Jan meeting)	\$ 515.50
MAIL (postage, paper and copying)	\$ 166.48
BALANCE	\$6,176.22

New Business:

A Motion was introduced for the removal of Ms. Hazel Vaughn from serving on the Metro Richmond LHRC, due to lack of attendance. The Motion was made by Gina Koke and seconded by Jennifer Spangler. The Motion passed unanimously.

Old Business: (none)

- **4th Quarter & ANNUAL REPORTS RECEIVED AND ACCEPTED**
- **5:00 pm – 6:00 pm REPORTING SESSION – called to order at 5:08 pm**
- Family Preservation Services
- Kristie's Family Care
- Resources for Recovery
- Richmond Residential Services
- Rubicon, Inc.
- Slabaugh & Associates
- St. Joseph's Villa
- The Healing Place
- The New Y-CAPP, Inc.
- United Methodist Family Services
- VCU Health Systems

Next meeting for above Affiliates will be held APRIL 17TH 2013 at the RBHA

6:00 pm – 7:00 pm REPORTING SESSION – called to order at 6:08 pm

- A Grace Place Adult Care Centers
- Associated Educational Services of VA
- CJW Medical Center Tucker Pavilion
- Community Residences, Inc.
- Cumberland Hospital Comprehensive Rehab & Community Based Services
- Dana's Habitat / Unique Lessons
- Diamonds In The Rough
- Dominion Youth Services
- Independent Adult Services
- TLC / Adult Day Services of South Richmond
- Virginia Health Center

Next meeting for the above Affiliates will be held on JULY 17TH 2013 at the RBHA

7:00 pm – 8:00 pm – REPORTING SESSION – called to order at 6:58 pm

- Child Savers
- Faith Residential
- Family Preservation – reported at 5:00 pm but returns to the October 16th meeting
- Human Resources
- J & D Residential
- Metro Treatment of Virginia
- Northwestern Human Services (NHS)
- Richmond Behavioral Health Authority
- Bon Secours Richmond Community Hospital
- The Greater Richmond ARC

Next meeting for the above Affiliates will be held on OCTOBER 16th at the RBHA

- **DBHDS OHR Report:**
- **Carrie Flowers announced:** New Seclusion and Restraint Reporting Form is to be sent to the DBHDS to the attention of Mary Clair O'Hara 757-880-0607. Please remember the February 15, 2013 deadline for submitting the annual Seclusion & Restraint Report.
- Affiliates were encouraged to please read the e-mail forwarded to them from Dee Allen with the reporting forms and instructions. Dee Allen will re-send the e-mail to Affiliates on Thursday, January 17, 2013.

Meeting ADJOURNED AT 8:00 PM